1967

THIRD SHIFT DAY

GENERAL INFORMATION
THE MID COMP TEST IS NEXT (A WEEK FROM) WEDNESDAY.
MAKE SURE THAT THEY KNOW ALL THE STUFF COLD.
EVERYONE SHOULD HAVE TRIED TO SELL BY NOW.
EVERY ACTIVE MEMBER SHOULD KNOW EVERY HEELER BY NOW.
EVERYONE SHOULD BE WORKING ON THEIR DEPT. PROJECTS
ARE THERE NO DAY PROJECTSS TO BE HAD?

PP
THE APPOINTED OFFICES AND THEIR DUTIES
ALL UNDER WHPIII-PD

FM MANAGER OBALIL
CM DIRECTOR ~~SKEPPLE~~ GROOME
JAZZ " GUTERBOCK
FOLK " MIRKIN

HEAD ANNOUNCER DAVE WOOD

PRODUCTIONS DIRECTOR HALL
~~ASSOCIATE PROD. DIR.~~
~~PUBLIC AFFAIRS DIR. BLOCH~~
~~RECORDING DIR. ZAUR~~

NEWS DIRECTOR WRIGHT
ASSOC,NEWS DIRS ~~WATSON~~ greehalgh, weinberg

SPORTS DIRECTOR HELAND
ASSOC, SPORTSDIR. NORTON AND MALSIN

CONTINUITY DIRECTOR MONTERMOSO

TRAFFIC MANAGER ----? R. Levin ~~CHECK WITH PECK TO SEE IF HE HAS SOMEONE~~

~~AFFIDAVITS MANAGER~~ O'LEARY (UNDER BUS. MAN)

AM MANAGER DEVOE
RECORD LIBRARIAN ~~McKEOWN~~ LARKIN

II. GO THROUGH AND EXPLAIN THE LOGS AND THE CORRECT PROCEDURE
FOR FILLING OUT LOGS, AM AND FM AND TRANSMITTER LOGS
III DISCUSS BULLITIN BOARD AND OUR PUBLIC SERVICE NEEDS
PS CLAUSE OFFCC THAT IS FCC ETC.

ENGINEERING:
THEY MUST KNOW THIS STUFF COLD MAKE SURE THEY KNOW
ABOUT CRI AND CRII AND THE PATCHING SYSTEM PLUS
NEXT PAGE

Hal
V.C.

1967

SECOND SHIFT DAY

HEELERS MUST STUDY SUPE REPORTS AND MINUTES OF THE EXEC. AND GENERAL BOARDS.

I. PP
a. KNOW THE SUPES, HEAD AND ASSISSTANT, FOR THE ENTIRE WEEK
b. KNOW THE PROGRAMS FOR THE ENTIRE WEEK--NAME OF SHOW, SHIFTER, TIME OF SHOW, STATION SWITCHES ETC. AND SPECIAL SHOWS LIKE DUST AND RETCH
review own day
HEELERS WILL DEFINITELY BE RESPONSIBLE FOR THIS.

C. SPECIAL PROGRAMMING DURING THE WEEK.
MONDAY-- TALK OF THE TOWN, JRF, 8:30
TUESDAY-- ~~VIEWPOI~~ YALE REPORTS 8:30
WEDNESDAY-- VIEWPOINTS, ~~Seiler~~, 8:30
THURSDAY-- PRESSBOX, SPORTS DEPT. , 8:30
FRIDAY-- FOCUS, PRODUCTIONS DEPT., *8:30
SUNDAY-- TWATUN ~~6:15~~ 6:30
~~Musical ARCHIVES 6:30~~ MUSICIANS OFFSTAGE 6:45
EXPLAIN THE NATURE OF EACH SHOW.

II. ~~LAST YEARS EXEC. COMMITTEE -----SEILER AND CREW~~

III. INTERCOM SYSTEM
DIAL 2 get Exec. office
3 get Tech room — 6 - NEWS OFFICE
4 CRI — 8 - RECORD LIBRARY
5 CRII
9 ~~stud.~~CRIII & CR III
Office area doesn't exist as of now.

DEPARTMENTS-- Check TO MAKE SURE THAT THEY HAVE CONTACTED THEIR DEPT. HEADS , KNOW WHAT THEY HAVE TO DO FOR HIM AND ARE WORKING ON IT.

LOOK FOR DAY PROJECT IDEAS--- THEY WILL ALL BE GETTING TOGETHER TO FIX UP THE TV ROOM ON THE SATURDAY MARCH11. THEY CAN BRING THEIR DATES AND WE WILL SUPPLY BEER.

HEELERS SHOULD START SELLING --- DO THEY HAVE ANY QUESTIONS ABOUT IT?

ENGINEERING:
THEY MUST KNOW CRI COLD, VERY COLD. EVERYTHING IN CRI FROM THE TOGGLE SWITCH TO THE POWER SWITCH AND ALL THE HAND SIGNALS MUST BE KNOWN BY NOW. REVIEW

GIVE TEEM A LECTURE ON THE FUNCTIONING OF CRII -- MAKE SURE THEY UNDERSTAND THE PATCHING SYSTEM. ETC.

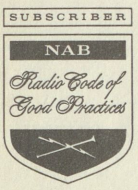
SUPES: IF A ~~SHIFTER~~ Heeler DOESN'T SHOW UP FIND OUT WHY--WE WANT THEM ALL TO FINISH OR KNOW WHY. CONTACT ME WHEN YOU FIND OUT. ALSO CONTINUE TO FIELD ANY QUESTIONS.
FINALLY, WRITE ME A REPORT ON EACH ONE OF THE HEELERS ON YOUR DAY--- EVALUATE THEM PERSONALITY, INITIATIVE, GRASP OF THE STATION, PROGRESS, ETC.

INTRODUCE YOURSELVES

HC
VC

242-A YALE STATION
NEW HAVEN, CONNECTICUT
865-6400

yale broadcasting company, inc.



1967

FIRST SHIFT DAY

I.General Procedure

Arrive at 4:00
Introduce Yourself
Clean up
Answer any and all telephones
Call personnel
Pull records for Stardust and Classics by Request
File Records
Food runs , 2HRS OF STUDY
THE WORD IS INITIATIVE.

II. Program Procedure
BRIEF STATION HISTORY
a. Supervisor duties
Programming and personnel for the Shift Day
a. station switches
b. FM and 540 Simulcasting
News--sources and make-up UPI Procedure
No touching the UPI machine
The Executive Committee and their d uties

Engineering Lecture

CRI EMPHASIS
equipment and technique
discusssshows from Saturday

ANY QUESTIONS?

Today is for the Heelers to get acquainted with the station, see it in action and ask questions. Mickey Mouse is there and its purpose should be explained --- They should understand why they do what they do. Stress both the Public Service aspect, the fun aspect and the Fraternal aspect.

In the immortal (or was it immoral) words of that sterling fellow, Farley Crunchwaffel

OFF, OFF, AND AWAY .....

Fourth SHIFT DAY ON BOTTOM